

## MINUTES OF REGULAR MEETING June 6, 2018

**1. CALL TO ORDER**

Mayor Severino called the meeting to order at 7:00 p.m.

- 2. "Sunshine Law" Announcement-** Adequate notice of this public meeting has been provided by Annual Notice; published in the Hunterdon Democrat and Courier News; posted on the public bulletin board and on file in the Municipal Clerk's Office.

**3. FLAG SALUTE****4. ROLL CALL**

	Present	Absent
Mr. Severino	X	
Mr. Hirt	X	
Mr. Sroka	X	
Mr. Neary	X	
Mr. Mazza	X	

Also present J.P. Jost, Attorney, Grace Brennan, CFO and Municipal Clerk Ella M. Ruta.

**5. APPROVAL OF PRIOR MEETING MINUTES**

- a. Regular and Executive Session Meeting Minutes of May 16, 2018.

Roll Call Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Hirt		X	X			
Mr. Sroka	X		X			
Mr. Neary					X	
Mr. Mazza			X			

Motion carried

**6. VISITORS**

- a. Nancy Buckhout , resident at 84 Country Acres Drive – Ms. Buckhout voiced her concern about the outside maintenance of abandoned house at 82 Country Acres Drive. After a discussion of the issue, the Committee decided the Zoning Officer should send a letter to the owner of record stating that if the grass is not mowed the Township will intercede and bill the owner for the mowing. Two other residents were present regarding the matter.

**7. REPORTS RECEIVED - Acknowledged**

- a. Road Dept.- Week Ending; 5/11/18; 5/18/18; 5/25/18
  - b. Zoning Officer – May 2018
  - c. Public Safety Coordinator – Mr. Strauss submitted and distributed a report to the Committee.
  - d. Engineer's Report – Not Present - Mr. Mazza reported on engineering issues.
- Road Improvement Projects – Mr. Mazza and Mr. Clerico did a Road Tour. He noted that Main Street Pattenburg has issues that need to be addressed. He said Mr. Clerico indicated he could prepare a survey of the area for approximately \$2,500. Subsequently, he could determine required improvements and prepare a

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concept plan that would cost approximately \$4,500. It was the consensus of the Committee to discuss the issue/issues with Mr. Clerico at the next meeting. Mayor Severino will talk to Mr. Hermann.

- Frontage Road Grant– Mr. Mazza referenced the Grant for Section I and II. CFO Brennan mentioned the June 3, 2018 e-mail from Mr. Clerico regarding Road Projects. She said Mr. Clerico estimated the cost at \$520,000.

**8. CORRESPONDENCE/WRITTEN COMMUNICATIONS**

Mr. Severino reported the following:

- Referenced a letter from the Hunterdon County Sheriff's Office regarding Project Lifesaver, a Program that provides bracelets to track special needs persons. The Office asked for a \$500.00 contribution from all municipalities in Hunterdon County.

**Atty. Jost asked that the following motion be approved:**

To contribute \$500.00 to the Project Lifesaver Program that provides bracelets to track special needs persons.

Roll Call Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Hirt		X	X			
Mr. Sroka	X		X			
Mr. Neary			X			
Mr. Mazza			X			

Motion Carried

**9. PUBLIC COMMENTS - NONE****10. PUBLIC HEARING – 2<sup>nd</sup> Reading****ORDINANCE #2018 - 3**

**AN ORDINANCE FIXING AND DETERMINING MUNICIPAL CLASS POSITION TITLES AND SALARY RANGES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF UNION, COUNTY OF HUNTERDON, NJ – 2018**

**To open Public Hearing**

Voice Call Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Hirt		X	X			
Mr. Sroka	X		X			
Mr. Neary			X			
Mr. Mazza			X			

Motion Carried

**To close Public Hearing**

Voice Call Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Hirt		X	X			

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Mr. Sroka	X		X			
Mr. Neary			X			
Mr. Mazza			X			

Motion Carried

**To adopt**

Roll Call Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Hirt		X	X			
Mr. Sroka	X		X			
Mr. Neary			X			
Mr. Mazza			X			

Motion Carried

**11. OLD BUSINESS – None****12. NEW ORDINANCE – 1<sup>st</sup> Reading****13. NEW BUSINESS**

**CONSENT AGENDA:** All matters listed under the Consent Agenda are considered to be routine by the Township Committee and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent Agenda and will be considered separate.

- a. **RESOLUTION #2018-60:** 2018-2019 Liquor License Renewal–Perryville Wine & Spirits

**RESOLUTION #2018-60****UNION TOWNSHIP, HUNTERDON COUNTY****2018-2019 PLENARY RETAIL DISTRIBUTION LICENSE – RENEWAL**

**BE IT RESOLVED**, by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, that the following Plenary Retail Distribution License be issued in the Township of Union to be effective on July 1, 2018; and

**BE IT FURTHER RESOLVED** that the Municipal Clerk or his/her duly authorized agent is hereby authorized to execute, issue and delivery such license to the following licensee:

Name & Trade Name: Joseph V. Martin, Jr., Inc.  
t/a Perryville Wine & Spirits

Location & Mailing Address: 72 Rte. 173 West  
Hampton, New Jersey 08827

License #: 1025-44-008-003

**BE IT FURTHER RESOLVED**, that a copy of this resolution, certified to be a true copy by the Municipal Clerk, be forwarded to the Division of Alcoholic Beverage Control.

- b. **RESOLUTION #2018-61:** 2018-2019 Liquor License Renewal–Grand Colonial

**RESOLUTION #2018-61****UNION TOWNSHIP, HUNTERDON COUNTY****2018-2019 PLENARY RETAIL CONSUMPTION LICENSE – RENEWAL**

**BE IT RESOLVED**, by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, that the following Plenary Retail Consumption License be issued in the Township of Union to be effective on July 1, 2018; and

**BE IT FURTHER RESOLVED** that the Municipal Clerk or his/her duly authorized agent is hereby authorized to execute, issue and delivery such license to the following licensee:

Name & Trade Name: Grand Colonial LLC  
t/a The Grand Colonial

Location & Mailing Address: 86 West Highway 173  
Hampton, New Jersey 08827

License #: 1025-33-002-007

**BE IT FURTHER RESOLVED**, that a copy of this resolution, certified to be a true copy by the Municipal Clerk, be forwarded to the Division of Alcoholic Beverage Control.

c. **RESOLUTION #2018-62**: 2018-2019 Liquor License Renewal–Clinton Station Diner

**RESOLUTION #2018-62****UNION TOWNSHIP, HUNTERDON COUNTY****2018-2019 PLENARY RETAIL CONSUMPTION LICENSE – RENEWAL**

**BE IT RESOLVED**, by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, that the following Plenary Retail Consumption License be issued in the Township of Union to be effective on July 1, 2018; and

**BE IT FURTHER RESOLVED** that the Municipal Clerk or his/her duly authorized agent is hereby authorized to execute, issue and delivery such license to the following licensee:

Name & Trade Name: Myriel Restaurant LLC  
t/a Clinton Station Diner

Location & Mailing Address: 8 Route 173 West, Clinton, NJ 08809  
301 County Route 639, Bloomsbury, NJ 08804

License #: 1025-33-007-009

**BE IT FURTHER RESOLVED**, that a copy of this resolution, certified to be a true copy by the Municipal Clerk, be forwarded to the Division of Alcoholic Beverage Control.

- d. **RESOLUTION #2018-63**: 2018-2019 Liquor License Renewal–Hunterdon Hills Playhouse

**RESOLUTION #2018-63**

**UNION TOWNSHIP, HUNTERDON COUNTY**

**2018-2019 PLENARY RETAIL CONSUMPTION LICENSE – RENEWAL**

BE IT RESOLVED, by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, that the following Plenary Retail Consumption License be issued in the Township of Union to be effective on July 1, 2018; and

BE IT FURTHER RESOLVED that the Municipal Clerk or his/her duly authorized agent is hereby authorized to execute, issue and delivery such license to the following licensee:

Name & Trade Name: Dawnglow Inc.  
t/a Hunterdon Hills Playhouse  
Location & Mailing Address: 88 Rte. 173 West  
Hampton, New Jersey 08827  
License #: 1025-33-003-003

BE IT FURTHER RESOLVED, that a copy of this resolution, certified to be a true copy by the Municipal Clerk, be forwarded to the Division of Alcoholic Beverage Control.

- e. **RESOLUTION #2018-64**: 2018-2019 Liquor License Renewal–JJ Development III LLC

**RESOLUTION #2018-64**

**UNION TOWNSHIP, HUNTERDON COUNTY**

**2018-2019 PLENARY RETAIL CONSUMPTION LICENSE – RENEWAL**

BE IT RESOLVED, by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, that the following Plenary Retail Consumption License be issued in the Township of Union to be effective on July 1, 2018; and

BE IT FURTHER RESOLVED that the Municipal Clerk or his/her duly authorized agent is hereby authorized to renew the following inactive “Pocket” license:

Name & Trade Name: JJ Development III LLC  
Location & Mailing Address: 171 Route 173 Suite #201  
Asbury, NJ 08802  
License #: 1025-33-006-008

BE IT FURTHER RESOLVED, that a copy of this resolution, certified to be a true copy by the Municipal Clerk, be forwarded to the Division of Alcoholic Beverage Control.

- f. **RESOLUTION #2018-65** Certification of 2017 Annual Audit

**RESOLUTION #2018-65****TOWNSHIP OF UNION, HUNTERDON COUNTY****GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year **2017** has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Union, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

g. **RESOLUTION #2018-66**: Acknowledgement of Vacation Pay for Retiree Ronald Burns

**RESOLUTION 2018 – 66****ACKNOWLEDGEMENT OF VACATION PAY FOR RETIREE RONALD BURNS  
DEPARTMENT OF ROADS AND FACILITIES**

**WHEREAS**, Ronald Burns retired on May 31, 2018, and

**WHEREAS**, Mr. Burns completed 28 years of service to the Township of Union in Hunterdon County , New Jersey; and

**WHEREAS**, Mr. Burns earned four weeks of vacation during his last year of service,

**NOW, THEREFORE BE IT RESOLVED** that the Township Committee of the Township of Union, State of New Jersey hereby authorizes payment of \$4,205.50 to be made to Ronald Burns for accumulated unused vacation pay.

h. **RESOLUTION #2018-67**: 2018 Salary Resolution

**RESOLUTION #2018 - 67  
UNION TOWNSHIP; HUNTERDON COUNTY  
2018 SALARY RESOLUTION**

WHEREAS, a salary ordinance has been adopted by the Township of Union, Township Committee, indicating salary ranges; and

WHEREAS, the Township Committee has determined the amount that each employee is to be paid for the year 2017 as follows:

Salaries are for a period of one year unless otherwise noted:

**ADMINISTRATIVE**

Mayor	\$ 4,800.00
Township Committee	4,500.00
Township Clerk	60,526.50
Deputy Clerk/Deputy Registrar	16,789.00
Registrar	4,850.00
Tax Collector	16,153.50
Deputy Tax Collector	25.00 p/h
Tax Assessor	27,940.50
Certified Municipal Finance Officer	36,849.50
Personnel Administrator	11,038.50
Payroll Administrator	5,706.00
Accounts Payable Clerk	3,804.00
Emergency Management Coordinator	6,089.00
Deputy Emergency Mgmt. Coordinator	1,292.50
911 Coordinator	0.00
Public Safety Coordinator	50.00 p/h not to exceed \$5,000.00

**DEPARTMENT OF ROADS AND FACILITIES**

Foreman	77,097.00
Public Works Staff No. 1	54,671.50
Public Works Staff No. 2	52,884.00
Public Works Staff No. 3	45,529.50

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Public Works Staff No. 4	38,000.00
Public Works Staff No. 5	34,000.00
Part Time Public Works Staff	\$10.00 - \$30.00 p/h

**LAND USE DEPARTMENT**

Zoning Officer	13,337.50
Deputy Zoning Officer	1.00
Planning Bd./Bd. of Adjustment Secretary	22,221.50

**MISCELLANEOUS**

Recycling Coordinator	10,884.50
Dog & Cat Registrar	5,639.50
Recycling Attendant/Dumpster Attendant	15.48 p/h
Recycling Attendant Helper/Dumpster Attendant Helper	12.97 p/h

**MISCELLANEOUS** – Travel expenses, training and education expenses, overtime, health and disability insurance, retirement and life insurance, paid holidays, sick pay, leaves of absence, paid vacations, equipment allowances, emergency meal allowances and other benefits shall be as set forth in the current Union Township Personnel Manual, or in accordance with applicable law.

Date : 6/6/18

- i. **RESOLUTION #2018-68**: Authorizing Employment of Matthew Martinez – Part Time-Seasonal for DR&F

**Resolution #2018 – 68****Authorizing the Employment of Matthew Martinez****Part Time – Seasonal Employment****For the Department of Roads and Facilities**

**WHEREAS**, the Township of Union is in need of a part-time seasonal employee for the Department of Roads and Facilities; and

**WHEREAS**, Matthew Martinez is qualified and has been offered said position, and good cause appearing;

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey that Matthew Martinez shall be hired as a part time seasonal employee for the Department of Roads and Facilities, effective June 7, 2018 to serve at the pleasure of the Township Committee, at \$14.00 per hour.

- j. **RESOLUTION #2018-69**: Escrow Refund – Russell Reid Waste Hauling

**RESOLUTION 2018-69****ESCROW REFUND****Russell Reid Waste Hauling**

**450 Raritan Center Parkway Suite C**

**Edison, NJ 08837**

**WHEREAS**, Russell Reid Waste Hauling did post an escrow account for a board application, and



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**WHEREAS**, the application has been withdrawn,

**WHEREAS**, there is a remaining balance of \$1,500.00 in the escrow account

**NOW, THEREFORE, BE IT RESOLVED** that the balance of this escrow account, in the amount of \$1,500.00 be refunded to Russell Reid Waste Hauling.

- k. **Motion to Approve:** 2018-2019 Aladdin Kennel License Renewal
- l. **Motion to Approve:** 2018-2019 Genyar LLC Junkyard License Renewal
- m. **Motion to Approve:** Special Permit for Social Affair – St. Catherine Of Sienna Catholic Church
- n. **Motion to Approve:** 2017 Municipal Court Audit

Voice Call Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Hirt	X		X			
Mr. Sroka		X	X			
Mr. Neary			X			
Mr. Mazza			X			

Motion Carried

#### End of Consent Agenda

### 14. REPORTS

#### a. Attorney's Report

- Driveway and Property Maintenance Ordinance Amendments – Mr. Jost had sent Committee Members copies of proposed changes. The Committee discussed the proposed changes and decided to introduce both Ordinances at the next Committee Meeting (June 20, 2018).
- Matos Rodeo, West Van Syckel's Road – Mr. Jost gave a brief overview of Mr. Matos's presentation at the May 24, 2018 Planning Board Meeting. Mr. Matos would not have adequate time to meet the Board's requirements to have the rodeo this year. Mr. Jost said that Planning Board member Stothoff suggested to Mr. Matos to contact the Hunterdon County Fairgrounds Association. Mr. Jost said the Committee might want to consider a Special Events Ordinance. He will provide a sample ordinance for the Committee's review.
- Comcast Cable TV Franchise – A Notice will be posted on the Website asking residents to contact the Committee if they have concerns/suggestions. Mr. Jost distributed copies of the current Cable TV Ordinance to the Committee.
- Municipal Employee Personnel Manual and Handbook – Mr. Jost said as per insurance regulations the Manual has to be updated by October 2018.

#### b. Committee Report

Mr. Hirt reported the following:

- Harding's Landscape Proposal – Said the proposed landscaping would provide adequate buffering between the garage and the neighboring property.
- Private Road Maintenance Agreement – Distributed copies of a sample Agreement. Mr. Jost explained this type of agreement is usually between the property owners on the Road.

Mr. Sroka reported the following:

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- Personnel Matter – Announced that Mr. Hermann plans to retire. Mr. Sroka said Mr. Hermann's replacement could be discussed in a Private Session at the Committee's next meeting.

Mr. Severino reported the following:

- Harding's Landscape Proposal – Mayor Severino stated the \$1,600.00 Proposal was reasonable.

Atty. Jost asked for the following motion to be approved:

The proposal of Harding's at Willow Brook Farms for the installation of five to six-foot Green Mountain Spruce Trees and associated work for the sum of \$1,600.

Roll Call Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Hirt	X		X			
Mr. Sroka			X			
Mr. Neary			X			
Mr. Mazza		X	X			

Motion Carried

Mr. Mazza reported the following:

- Seasonal Employee - Said the new employee begins work tomorrow. Daniel Baker will assist in instruction since he was the seasonal employee in 2017. Messrs. Hermann and Fleming will also monitor the work.
- Country Acres Drive – Observed the Belgian Block repair made by Hunterdon County and said the work was not satisfactory. He thought Mayor Severino should contact the County regarding the matter.
- Clean Communities Grant – Asked CFO Brennan the allowed uses for the Grant Monies and the deadline for use of those Monies. Mrs. Brennan will research.

#### c. Mayor's Report

- Zoning Approval – Asked for a list of items that currently require zoning approval. He said the list should be revised so, i.e., replacement of a water heater would not application for a zoning permit. Atty. Jost will provide that list.
- Signage Enforcement at Frontage Road – Emphasized the importance of signage at that Road. Mr. Mazza will ask Mr. Hermann to make signs. They will be installed in an appropriate and legal location.

#### 15. PUBLIC COMMENT – None

#### 16. PAYMENTS OF BILLS

The approved list of bills and all claims against the Township of Union as appearing in the Claims Register of this date paid and that all checks listed hereinafter issued in payment thereof.

Roll Call Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Hirt	X		X			
Mr. Sroka		X	X			
Mr. Neary			X			

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Mr. Mazza			X			
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Motion Carried

**17. EXECUTIVE SESSION – not held****18. ADJOURNMENT**

There being no further business to come before the Township Committee at this time Mr. Hirt made a motion to adjourn the meeting at 8:11 p.m. Mr. Sroka seconded the motion. Motion carried by unanimous favorable roll call vote.

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Transcribed by: Grace A. Kocher, Deputy Clerk

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Matt Severino, Mayor